

CITY OF BURLINGAME**POLICY MANUAL**

SUBJECT	ISSUED BY	EFFECTIVE DATE
PURCHASING CARD POLICY	CITY COUNCIL	FEBRUARY 21, 2006

POLICY STATEMENT:

This policy is to help guide all City staff as to the proper use and reporting of city purchasing cards.

1. Ensures that purchasing cards receipts are correctly coded and filed with the City Clerk's Office.
2. Ensures that the user of the purchasing card is responsible for the use of the card assigned to him/her.

Failure to comply with this policy may result in the loss of privilege to use city purchasing cards.

PROCEDURE:

The following procedures must be followed to report purchasing card uses.

1. The purchasing cards should be used for travel, training, and purchasing supplies for the city.
2. A purchasing card shall not be used for personal items at any time. Any person using a city purchasing card for personal reasons will result in disciplinary action up to and including dismissal.
3. A detailed copy shall be kept of every transaction.
4. The person the card has been assigned to shall match every transaction on the bill to a detailed receipt. If a receipt is not available, one shall be obtained from the vendor where the purchase was made. All receipts shall be coded by the person responsible for the card to ensure all items are charged to the correct line item in the City's budget.
5. Every item on the monthly bill shall be coded to a line item in the budget to allow the City Clerk to code the items correctly.
6. Any person that does not submit the receipt back to the City Clerk's Office in time to pay the bill may be personally responsible for any late payment. This will be at the City Administrator's discretion.

7. Any item appearing on the bill that does not have a detailed receipt available will be the responsibility of the person responsible for the card at the discretion of the City Administrator.
8. Any item purchased that does not meet the needs of the City will be the responsibility of the person responsible for the card.
9. Any violation of this policy may result in the loss of the card at the discretion of the City Administrator.
10. The current Purchasing Policy must be followed during all purchases.

Approved By: _____
William Kraus, Mayor